

JET

Call Report

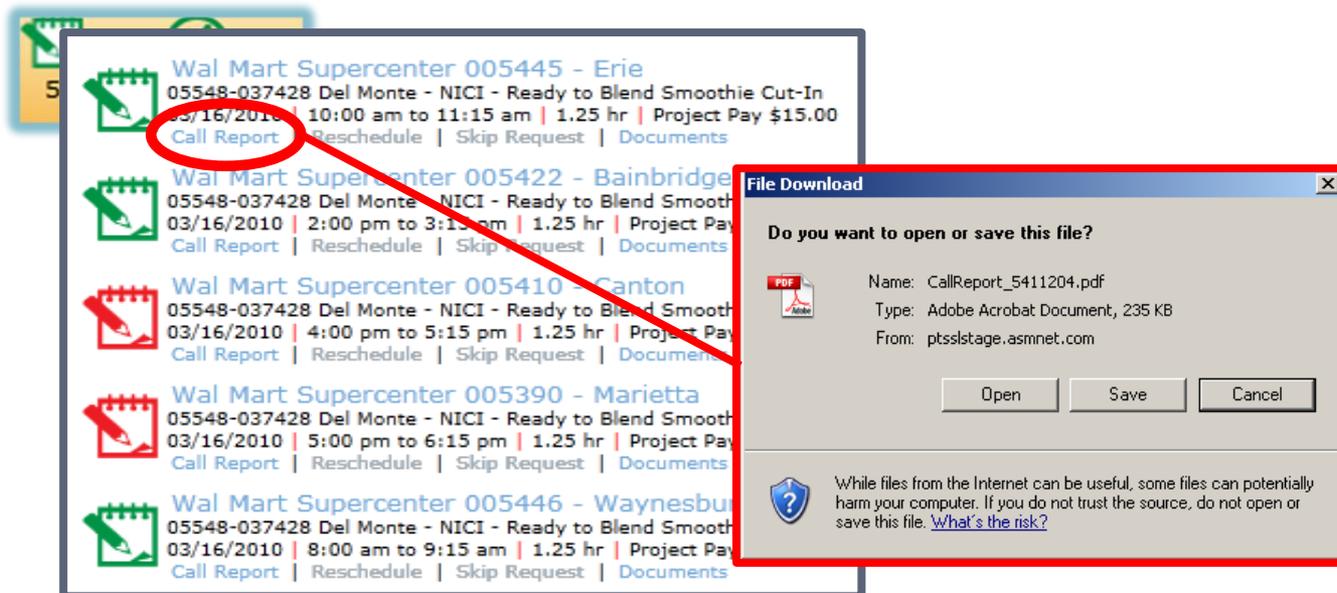
Printing the call report to take to the store

Print Call Reports



Call Report Icon

1. Hover over the desired **Call Report** icon
 - A list of jobs will display
2. Click the **Call Report** link associated with the desired job



The screenshot shows a list of jobs with call report icons. A red circle highlights the 'Call Report' link for the first job. A red arrow points from this link to a 'File Download' dialog box. The dialog box asks 'Do you want to open or save this file?' and displays the following information:

	Name: CallReport_5411204.pdf
	Type: Adobe Acrobat Document, 235 KB
	From: ptssslstage.asinet.com

Buttons: Open, Save, Cancel

Warning: While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

3. The **File Download** dialog box will display
4. Click the **Open** button
 - Option: Click the **Save** button to save directly to your local computer

Print Call Reports

5. The Call Report will display in a PDF format

- Click the **Print** icon

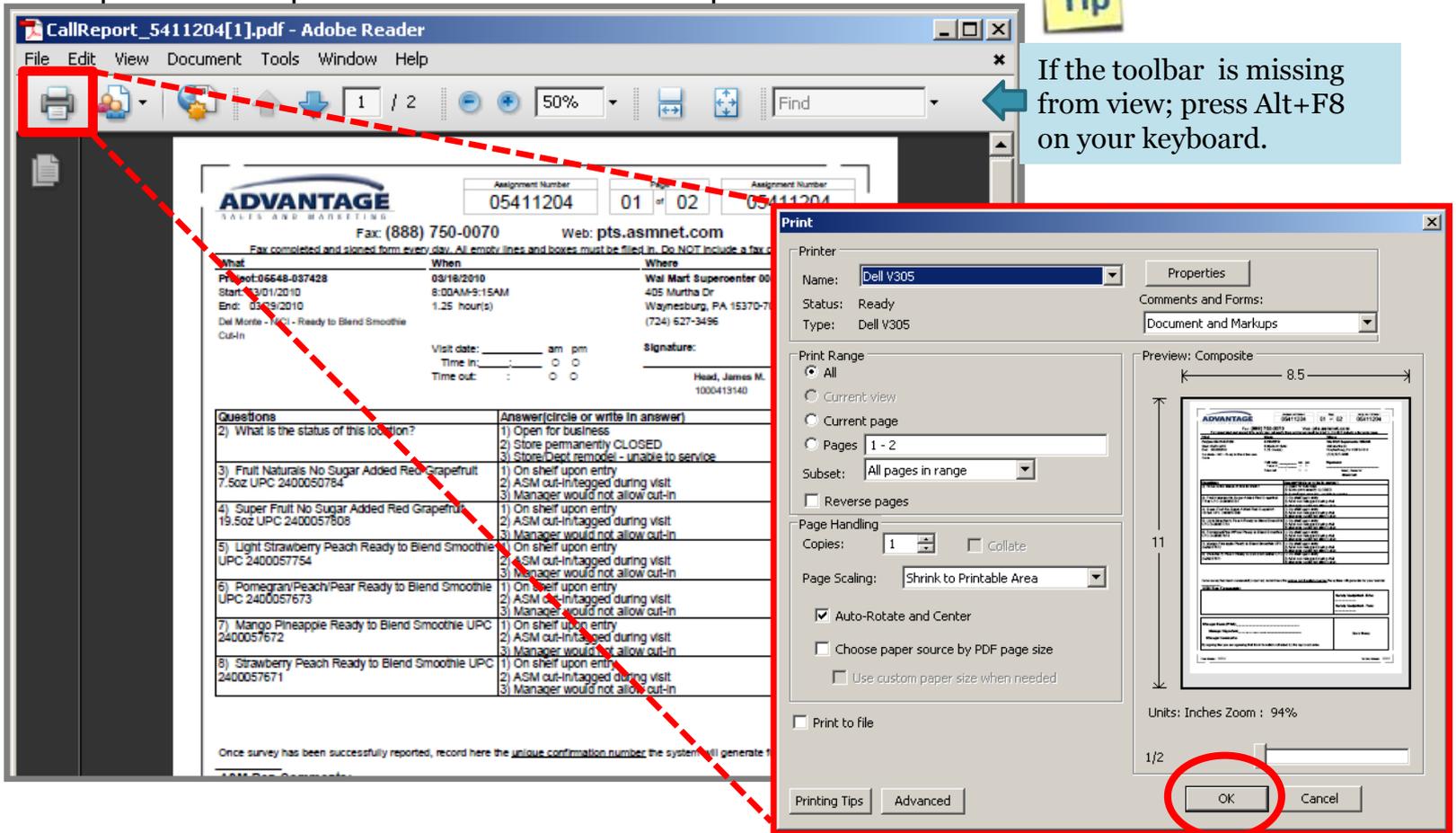
6. The Print Dialog box will display

- Click **OK**

➤ Fax completed call reports to the toll free number provided



If the toolbar is missing from view; press Alt+F8 on your keyboard.



The screenshot shows the Adobe Reader interface with a call report PDF open. The toolbar at the top contains various icons, with the printer icon highlighted by a red box. A red dashed line originates from this icon and points to the 'Print' dialog box. The dialog box is also highlighted with a red border and contains several sections: 'Printer' (Dell V305), 'Print Range' (All), 'Page Handling' (Copies: 1, Shrink to Printable Area), and 'Preview' (Composite). The 'OK' button at the bottom right of the dialog box is circled in red. The call report content includes a header for 'ADVANTAGE SALES AND MARKETING', contact information, a table of questions and answers, and a signature block.

What	When	Where
Report:06648-037428 Start: 3/31/2010 End: 03/31/2010 Del Monte - (M) - Ready to Blend Smoothie Cut-In	03/18/2010 8:00AM-9:15AM 1.25 hour(s) Visit date: : : am pm Time in: : : Time out: : : Signature:	Wal Mart Supercenter 00 405 Murtha Dr Waynesburg, PA 15370-7 (724) 627-3496 Head, James M. 1000413140

Questions	Answer(circle or write in answer)
2) What is the status of this location?	1) Open for business 2) Store permanently CLOSED 3) Store Dept removed - unable to service
3) Fruit Naturals No Sugar Added Red Grapefruit 7.5oz UPC 2400050784	1) On shelf upon entry 2) ASM cut-in/tagged during visit 3) Manager would not allow cut-in
4) Super Fruit No Sugar Added Red Grapefruit 19.5oz UPC 2400057808	1) On shelf upon entry 2) ASM cut-in/tagged during visit 3) Manager would not allow cut-in
5) Light Strawberry Peach Ready to Blend Smoothie UPC 2400057754	1) On shelf upon entry 2) ASM cut-in/tagged during visit 3) Manager would not allow cut-in
6) Pomegran/Peach/Pear Ready to Blend Smoothie UPC 2400057673	1) On shelf upon entry 2) ASM cut-in/tagged during visit 3) Manager would not allow cut-in
7) Mango Pineapple Ready to Blend Smoothie UPC 2400057672	1) On shelf upon entry 2) ASM cut-in/tagged during visit 3) Manager would not allow cut-in
8) Strawberry Peach Ready to Blend Smoothie UPC 2400057671	1) On shelf upon entry 2) ASM cut-in/tagged during visit 3) Manager would not allow cut-in

Technical Support

- If you are experiencing trouble navigating or using JET, review the training materials.
- If you are still having difficulty, contact your supervisor.
- For additional support, create a help desk ticket at <https://helpdesk.asmnet.com> or call 888-900-4ASM (4276)
- ASM IT Support Hours are:
Monday – Friday
5 am – 5 pm Pacific

Field Support AMS

- Please call: 800-786-7769
- Hours:
Monday – Friday
8 am – 5 pm Eastern
- Create a help desk ticket at <https://helpdesk.asmnet.com>
- Select Help Desk Category
JET > AMS Project Support
Team

Campaigners Operational Support

- Please call 888-524-9192
- Hours:
Monday – Saturday
6 am - 6 pm Pacific
- Sunday
7 am – 7 pm Pacific
- Create a help desk ticket at <https://helpdesk.asmnet.com>
- Select Help Desk Category
JET > MWA Field Support